



## DUTY STATEMENT

DATE APPOINTED TO CLASS 07/13/2011		DATE OF LAST POSITION REVIEW	
DIVISION Administrative Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-034-1470-004	
BUREAU/UNIT Computer Services		CLASS TITLE Associate Information Systems Analyst	CBID R01
INCUMBENT Vacant		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under general supervision, acts as POST's lead designer on all aspects of the bureau's customer based application products. Works with direction as POST's lead technical designer and is required to work with POST staff, and customers including POST presenters, agencies, and academies.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	<b>ESSENTIAL FUNCTIONS</b>		
40%	Functions as POST's lead designer for the development of all customer interface applications. Incumbent will employ user-centered analysis skills to design efficient and effective interfaces, which include the development of data entry screens, reports, and other web-based products. When necessary the incumbent will develop mockups which may be the basis of future systems or used in meetings or demonstrations to gather system requirements. Ability to articulate, illustrate and present design concepts, prototypes and final projects.		
30%	May meet with clients (under direction), including outside entities such as academy, presenter, and agency staff to determine information technology needs and requirements for POST's application systems. Coordinates most aspects of sensitive computer applications, gaining support from outside entities, POST management and various bureau staff to ensure successful project outcomes. Conduct meetings to gather system requirements and discuss options.		
20%	Using analytical methods, designs computer systems to meet customer needs. Works closely with all IT staff assigned to the project. Works closely with the Chief Information Officer (CIO) as issues arise that may require attention. May prepare contracts and control agency documents when requested.		
10%	Trains customers or provides demonstrations to ensure proper use custom built applications meet user needs. Explains navigation decisions, and explains in a non-technical nature how best to use Internet based applications.		
	<b>NON-ESSENTIAL FUNCTIONS</b>		
0%	none		

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**

**ESSENTIAL SKILLS**

Fundamental understanding of Internet-based development tools such as Adobe Creative Suite 4 - Web Premium, Adobe InDesign CS4, Flash, HTML, .Net, Visual Studio, CSS, and JavaScript.

Graphic design knowledge includes typography, color theory, composition, and information hierarchy. Also, experience drawing vector graphics, facilitating photo retouching, and optimizing graphics for high resolution and fast downloading. Experience in concept development, interface design (web sites and web applications), webpage layout, and color editing.

Able to employ and apply traditional System Development Life Cycle (SDLC) methodologies and principles to application development projects. Must be able to follow SIMM and SAM guidelines.

Must be an experienced communicator both verbally and in writing and able to facilitate and conduct meetings with both technical staff and end users in large group settings.

**WORK ENVIRONMENT**

Office setting

**To be reviewed and signed by the supervisor and employee:**

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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